

CAL STATE EAST BAY

COLLEGE OF LETTERS,
ARTS, AND SOCIAL SCIENCES

Professional Development/Travel Funds Academic Year 2023-24

The College is committed to supporting the professional development of faculty to develop, establish, and share their academic research for the purposes of critical inquiry.

While there are increasing costs associated with professional travel to conferences, the college's priority for faculty development shall focus on:

- Tenure-track faculty in years 1 through 5
- Tenure-track faculty in year 6 (7)
- Associate Professors
- Full Professors

Tenure-track and tenured faculty can request up to \$1500 per academic year to present their research or creative activity work (e.g., ART, THEA) at a professional conference.

Unfortunately, funding is not available for faculty who are serving on committees, presiders on panels, or attending division/section meetings.

Please note the following charging procedures:

-- **Do not use** the CERF fund code **PL006**,

-- Use the chartfield: Account code **6xxxxx**, fund code **EB001**, your deptID (**10xxx**), and the class code **CF995**; you must include all four fields (see below),

| Account | Fund | Deptid | Program | Class | Project | CFS Title | Usage and Examples |
|---------|-------|--------|---------|-------|---------|-----------------------------|--|
| 606001 | EB001 | 10xxx | | CF995 | | Travel- <u>In</u> State | Travel to workshops, conferences and seminars: air and ground transportation, hotel |
| 606002 | EB001 | 10xxx | | CF995 | | Travel- <u>Out</u> of State | Travel to conferences and seminars: air and ground transportation, hotel |

Faculty should submit through Adobe Sign the Travel Pre-Authorization Form and also include as attachments:

- Confirmation of acceptance to present at conference; and
- 1 paragraph abstract of research presentation;

All entries and receipts should be submitted through Certify immediately after the trip.